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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 2 Oct 52

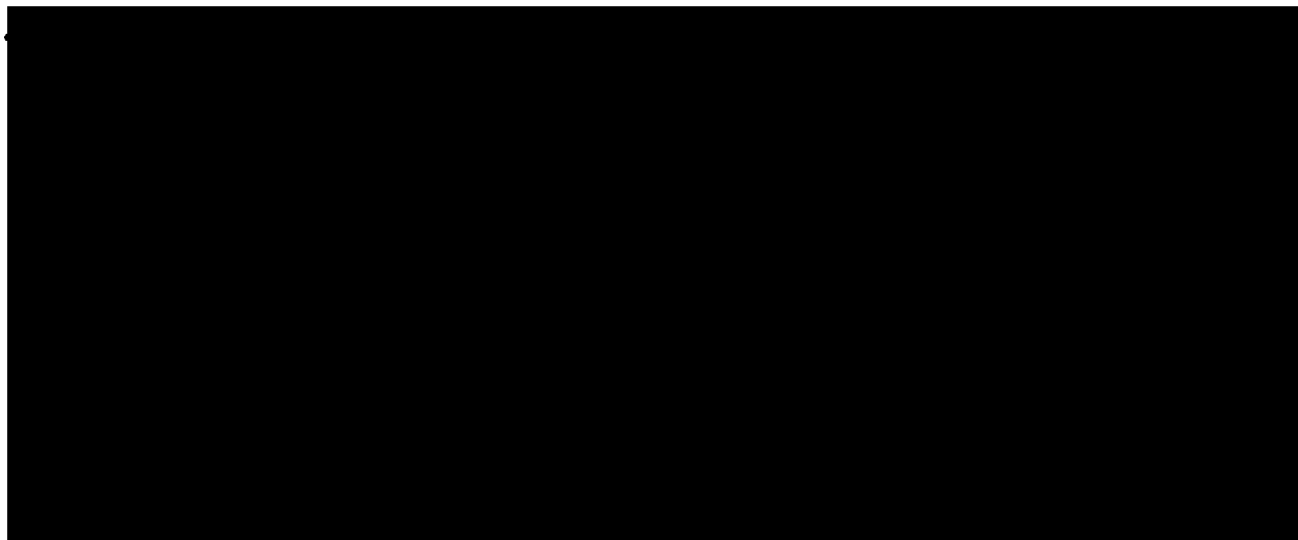
FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report -- Period 26 September - 2 October 1952

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I. Outstanding Achievement of the Week

1.

Developmental Plans

Project 52-18, Training for New Personnel. The Chief, IT/D, has been requested to establish a curriculum committee under his chairmanship composed of selected members of his staff, the DD/TR(G), and the Chief, S/PP. Space recommendations made on 20 August by S/PP will be considered on the assumption of a training load of 100 bodies per month. S/PP will endeavor to obtain from the Office of Personnel a current estimate of work-load for the Basic Intelligence Course.

Project 52-19, Revision of CIA Regulation [REDACTED]. Revision of CIA Regulation [REDACTED] approved. Sent to O&M for promulgation.

Project 52-32, Budget for TR(G). Accomplishments and objectives of TR(G) for fiscal years 1952 and 1953 in process of revision, in order to better meet the requirements for budget justification.

Project 52-37, Collection and Source Exploitation Manual. Acquisition of material needed from State continues to be in the hands of [REDACTED]. For the covert collecting side of CIA, consultation with [REDACTED] has led to the establishment of encouraging liaison with [REDACTED]. A preliminary outline of the manual has been prepared and is under consideration in S/PP. Drafting of some contents has begun.

Project 52-42, Commo Training Requirement. Project in suspense awaiting reply from General Counsel Office on recommendation involving withholding funds from employees.

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6. Project 52-43, Agency Training Requirements. Project in suspense.
7. Project 52-44, Mission & Functions of TO's. Draft of CIA Regulation on TO's coordinated with TO's at meeting on 30 Set. Draft being revised for transmittal to O&M for necessary coordination at the Office head level before promulgation.
8. Project 52-52, Mission & Functions of Chief, S/PP. Revised statement of mission and functions of Chief, S/PP approved. To be included in the statement of mission and functions of D/TR and Division Chiefs of TR(G).
- 25X1A 9. Project 52-54, Revision of CIA Regulation [REDACTED] Revision of CIA Regulation [REDACTED] completed, and submitted to D/TR and DD/TR(G) for approval. Regulation [REDACTED] and Office of Training Mission and Functions Statement to be related to each other in language and substance so that they will be comprehensive and consistent. They will then be the basic documents for TR(G).
- 25X1A1d 10. Project 52-55, [REDACTED] Program. Coordination external to O/TR has been accomplished and the final draft memo in reply to [REDACTED] is ready to be sent to the Director for his signature. 25X1A1d
- 25X1A9a 11. Project 52-56, Survey of O/TR(G) Requirements for Audio-Visual Aids. Mr. [REDACTED] of the Training Aids Branch outlined a proposal for the production of motion pictures which could be used as training aids by O/TR. A survey will be made in the various Divisions of O/TR(G) to determine what requirements exist for this type of training aid. A report of O/TR(G) requirements will be forwarded to the Training Aids Branch to assist them in planning for this project.

III. Contributions to Other Departments and Agencies AFSA

- ✓ 1. Project 52-36, Language Reference Materials. Memo from Chief, S/PP, and Chief, LS/D, re subject project is in process. O/TR has been approached by representatives of the Joint Staff to establish an inter-departmental committee on this subject to effect coordination of effort, economy and expenditure of funds for such materials, and priorities for the production of needed materials.
2. Project 52-53, Swedish-English Dictionary. Memo containing recommendations of Chief, S/PP, and Chief, LS/D, is in process. Further investigation of the Swedish dictionary situation will be done before memo is completed.

IV. Contributions by Others

1. Project 52-22, Chinese Language Project. A Chinese language text for beginners that is used at Cornell University was received and forwarded to Mr. Bagnall, FDD, for evaluation. 25X1A9a
- 25X1A5a1 2. Project 52-30, Seminar on International Labor Relations. A meeting with Dean [REDACTED] and Messrs. [REDACTED] and [REDACTED] of O/TR was held on 30 Sep. It was agreed that [REDACTED] whom [REDACTED] has selected as the [REDACTED] staff member to organize the proposed program, would draft an outline of a course in international labor relations to meet our requirements and include with it the estimated number of instructors and the approximate cost for the project. This will be a basis for further discussion between O/TR and [REDACTED] on the subject. 25X1A5a1

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